

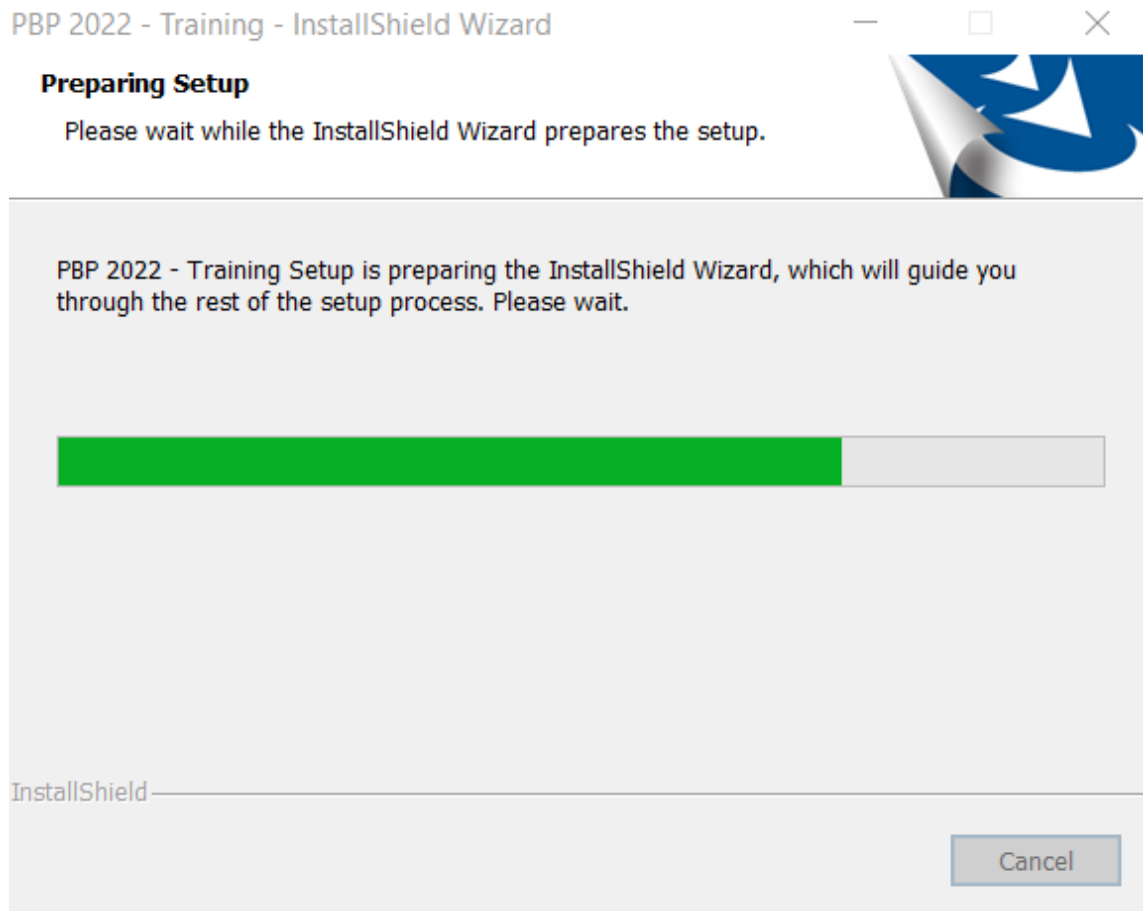
## CY2022 Plan Benefit Package Installation Instructions

**NOTE:** The training version of the PBP already includes contracts and plans with test data, so the user does not need to complete step 8 of these instructions.

### INSTALLATION PART 1

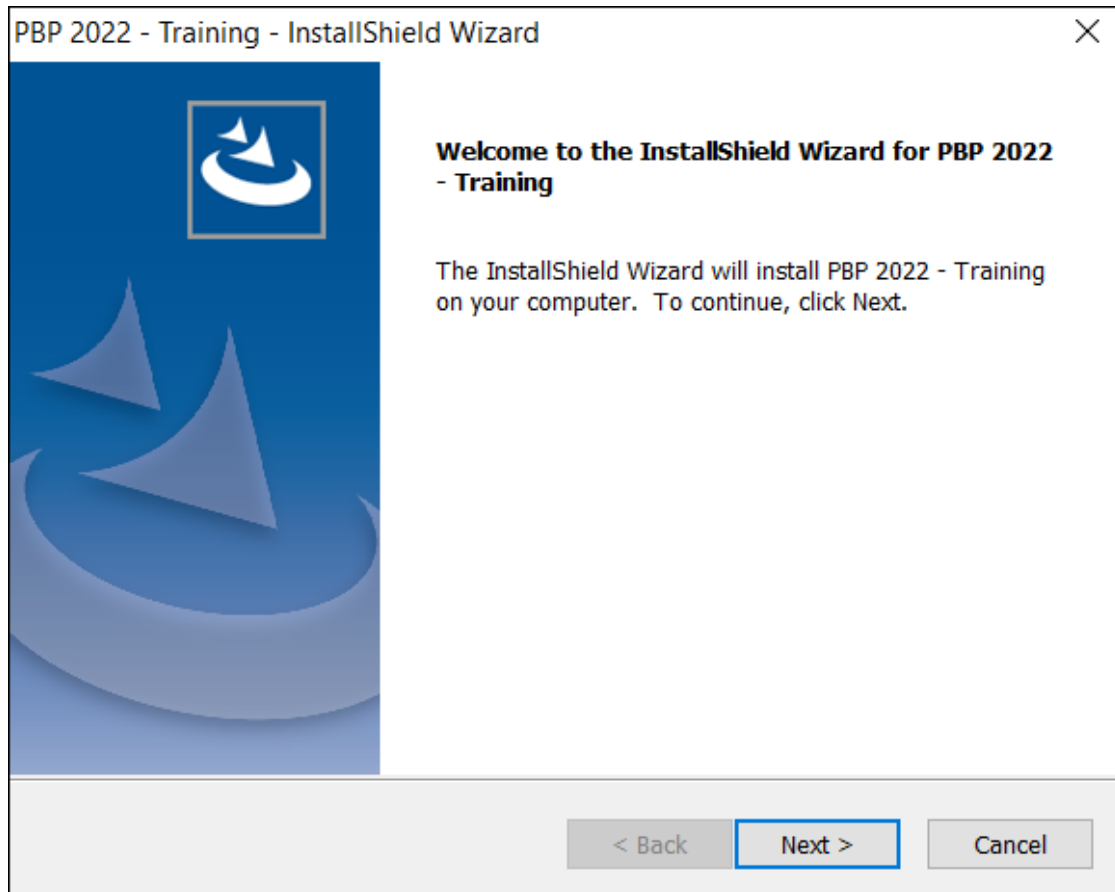
1. Using Windows Explorer, navigate to your downloads folder (or wherever you placed the file) and locate the SETUPBP2022.exe file. Double-click on the SetupBP2022.exe file. There may be a brief delay between the time when the file is double-clicked, and the install program begins.

**Keyboard shortcuts:** Use the tab key to move through each Windows Explorer field and the up and down arrows to highlight each item. When the SETUPBP2022.EXE is selected use the enter key to begin the install.



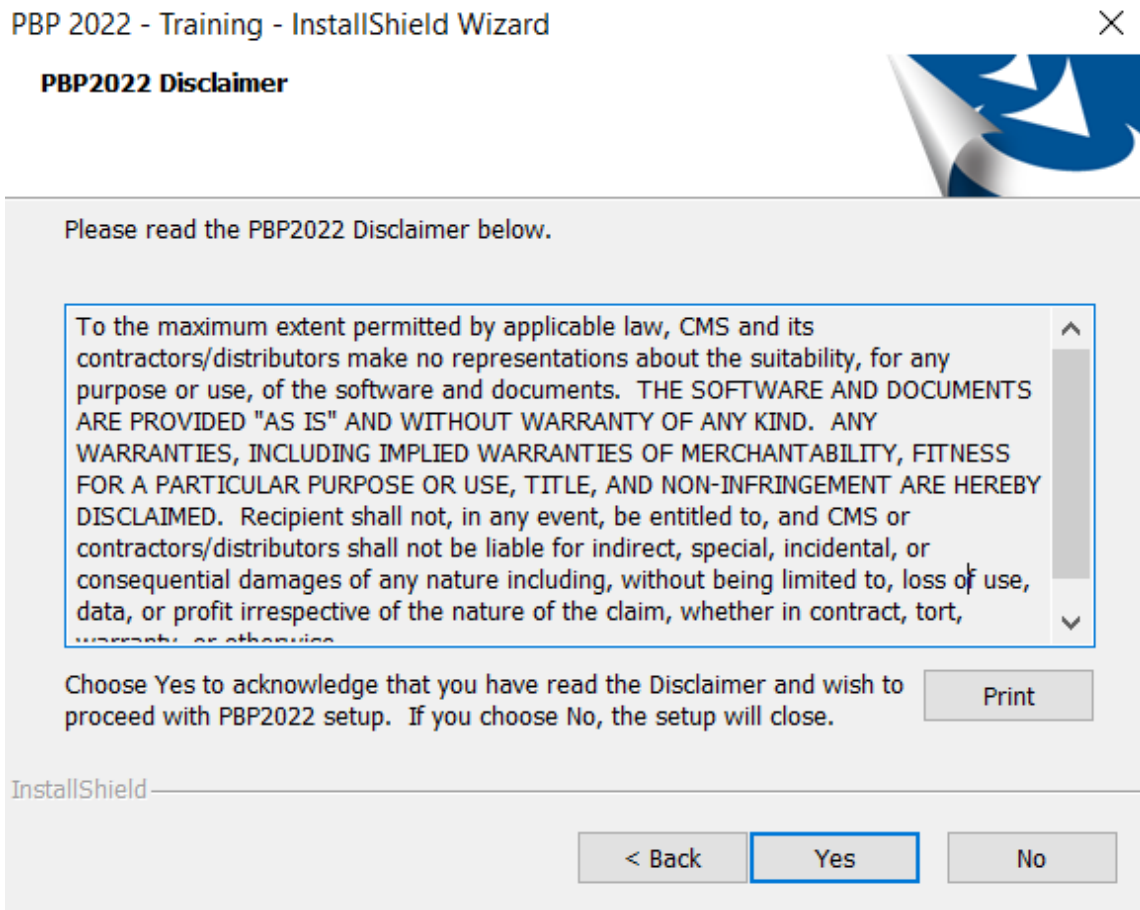
2. The first window is the **PBP2022 InstallShield Wizard**. Click **Next** to continue.

**Keyboard shortcuts:** Use the tab key to highlight the **Next** button. Hit the enter key to continue.



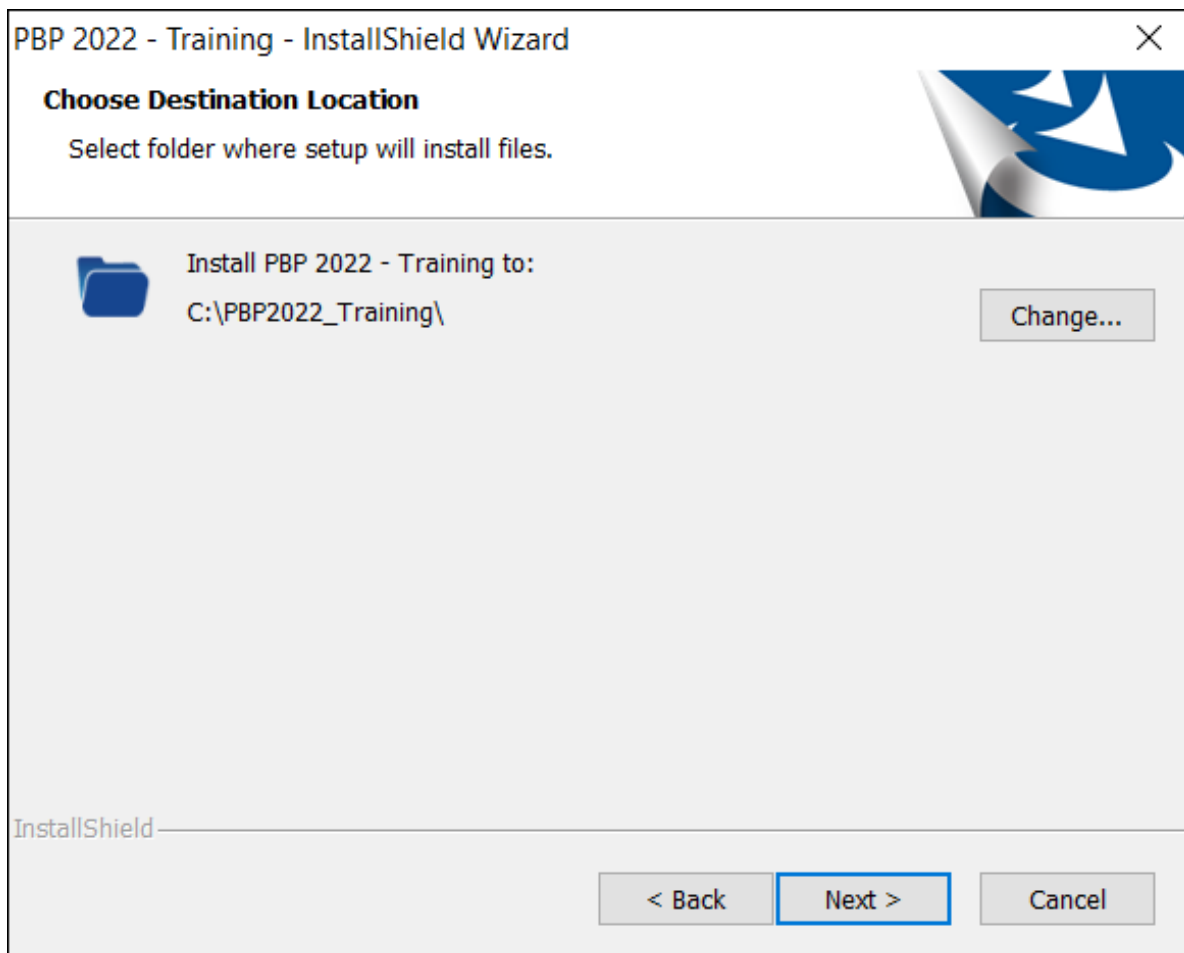
3. The second window is the **PBP2022 Disclaimer**. After reading the disclaimer, click **Yes** to continue.

**Keyboard shortcuts:** Use the tab key to highlight the disclaimer the **Yes** button. Hit <Enter> to continue.



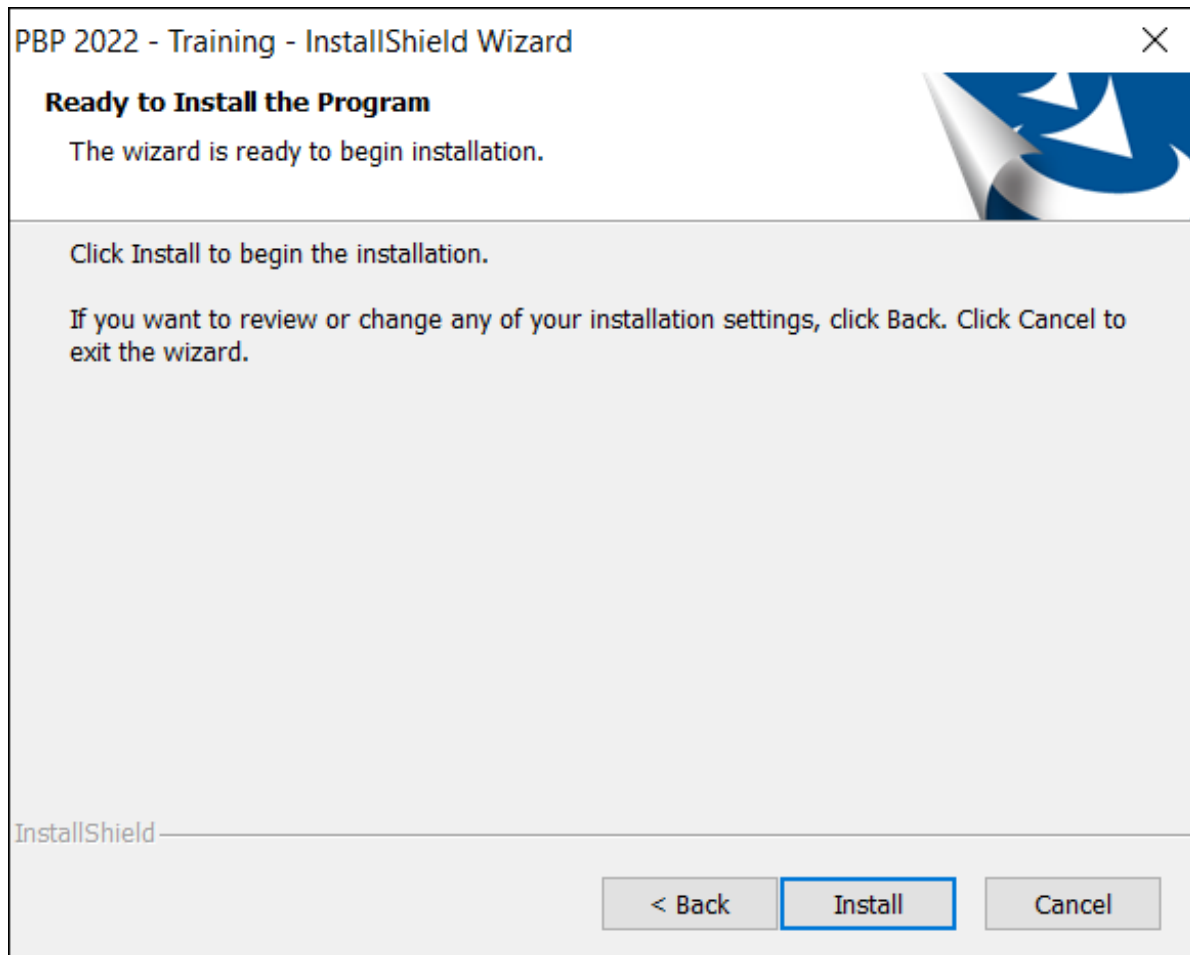
4. The third window is the **PBP 2022 Choose Destination Location**. A default value is provided for the Destination Folder where the PBP software will be installed. This is the location where the PBP software will be accessed from **Windows Start**. The recommended action is to accept this default location (i.e., C:\PBP2022\_Training). Click **Change** to change the default location. Write down this location for future reference. It may recommend that all other Windows programs be closed before continuing. If so, close all other Windows programs and click **Next**.

**Keyboard shortcuts:** Use the tab key to highlight the **Next** button. Hit the <Enter> key to continue.



5. The fourth window is the **Ready to Install the Program** window. Click **Install** to continue the installation.

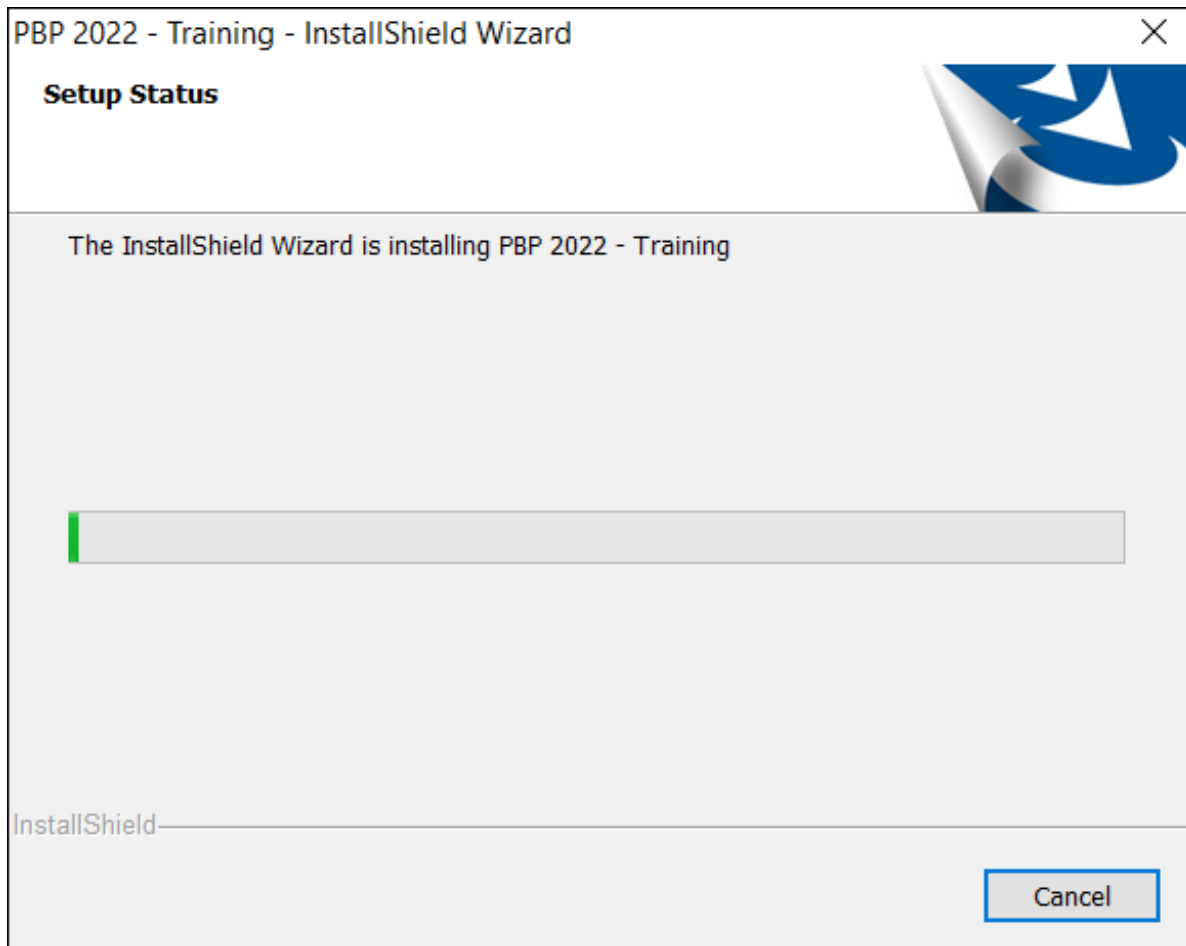
**Keyboard shortcuts:** Use the tab key to highlight the **Install** button. Hit the <Enter> key to continue.



6. The install program should now begin installing the PBP software. Please wait until installation is completed. If prompted to overwrite any existing files, click **Yes** to overwrite (for a new installation, users will not encounter the “overwrite existing files” prompt).

**NOTE:**

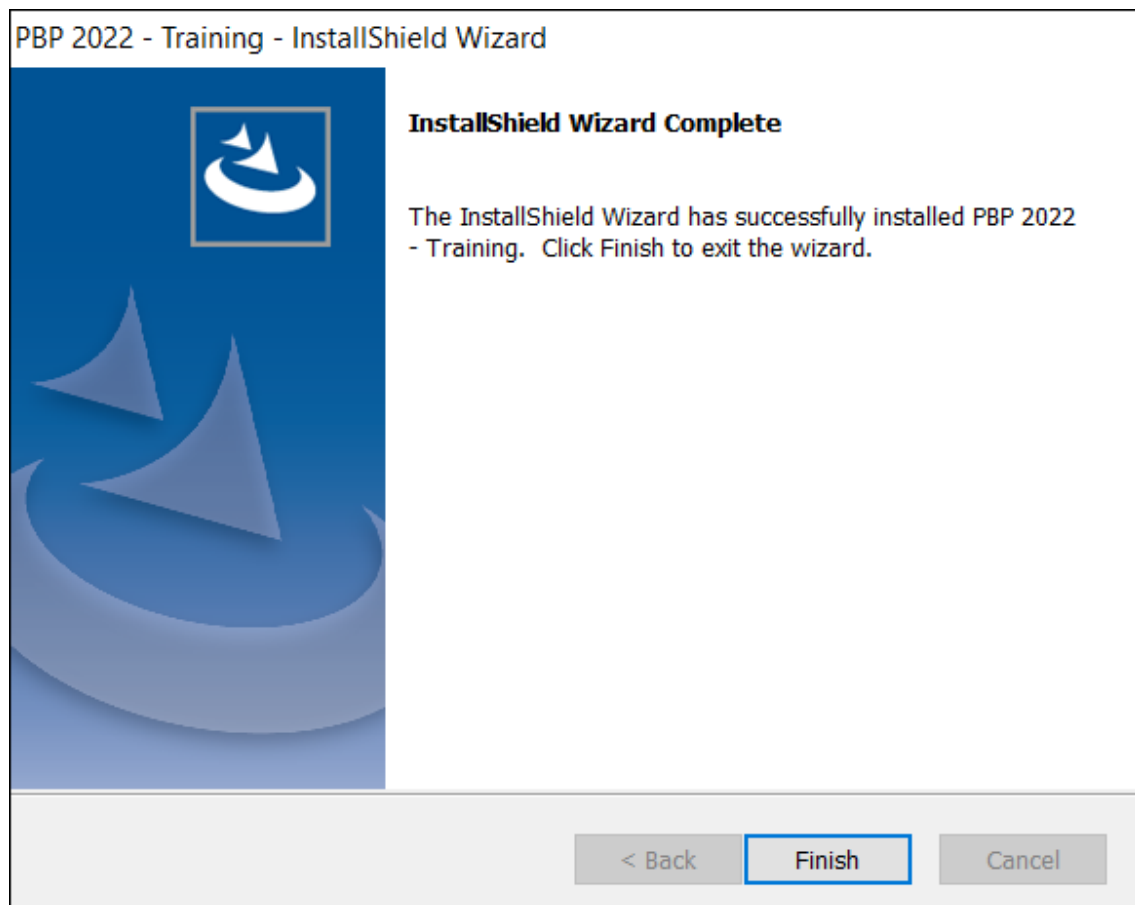
PBP 2022 will install the .NET Framework 3.5 and MDAC 2.8 if these components are not already on the PC. The installation of these components may take some time to complete. Please be patient.



7. When installation is complete, the **InstallShield Wizard Complete** window will be displayed. If the computer needs to be restarted, notification will be given accordingly. If restart is required, the user may either restart immediately or restart later. The recommended action is to use the default and restart immediately. Click **Finish** to exit the install program and restart the computer.

When Windows restarts, there will be a delay during which the computer may appear to be frozen. This is normal. Do nothing and wait until Windows has completed the startup. If Windows requires a login, this delay may occur after logging into Windows.

**Keyboard shortcuts:** Use the tab key to highlight the **Finish** button. Hit the <Enter> key to continue.



## INSTALLATION PART 2

The second part of the install consists of files called PBP2022.MDB PBPPLANS2022.MDB, and VBID\_PBP2022.MDB which contain the user and plan specific information.

8. Download the PBP2022.MDB PBPPLANS2022.MDB, and VBID\_PBP2022.MDB files (Plan Specific Information) to the installation directory, which should have been written down in Step 4 of Installation Part 1. **NOTE: For the training version of the PBP, these files already include test data, this step can be skipped.**

9. Run the PBP software.

10. At the **PBP 2022 Login** screen, select the User ID from the dropdown and press either the <Enter> key or the **Log In** button.

**Keyboard shortcuts:** Use the tab key to highlight the User ID field and use the up and down arrow keys to select the proper ID. Hit the <Enter> key to continue.

### **NOTE:**

The establishment of a backup path is mandatory. At this point, the PBP Paths screen will appear and the user must enter a backup path before entering the PBP Software.

The PBP software should now be fully installed and ready to use.